

<b>CITY OF THE COLONY</b> Status: Non-exempt Supervised By: Chief Building Official	<b>Assistant to Chief Building Official</b>	<b>ENGINEERING DEPARTMENT</b> Revised: 7/21/2015
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### JOB SUMMARY

Provide permit Expertise and administrative support in the day-to-day operations and functions of the Engineering/Building Services Department. Confers with architects, engineers, contractors, developers and other applicants to assist them in understanding the plan submittal process and any pertinent permitting issues. Provide respectful, courteous, and customer friendly Building Inspections services to all residents, property owners, and the building community. Responds to inquiries from the public and assists in issuing permits and other duties as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, organizes and maintains the Building permit plan review routing system; maintains files, records and reports related to the plan review and code interpretation process.
2. Communicate effectively and courteously with members of the general public, property owners, architects, developers and others regarding building and construction policies, procedures and standards and permit requirements.
3. Assists in coordinating plan review with the Fire, Public Works, Engineering, Health and Planning Departments.
4. Ensure accuracy when entering and maintaining plan review and building permit records in computer files.
5. Ability to work and complete assignments with minimum supervision.
6. Assists in preparation of quarterly reports for Building Inspections and Code Enforcement, Planning and Engineering Departments.
7. Ability to resolve building permit and code questions relating to construction.
8. Ability to work at a computer for extended periods of time.
9. Prepare special reports, information sheets, handouts, brochures and web page updates.
10. Answer questions from Permit Technicians regarding Building Permits issues and verifying data input into Trakit.
11. Coordinate permit issues with Permit Technicians.
12. Process paperwork for permits and records, and attend development related meetings.
13. Provides information on building, mechanical, electrical, and plumbing codes to contractors, builders, and the general public.
14. Assists in the process of networking with companion cities regarding building construction information, representing The Colony with honesty and integrity.
15. Assists Community Image Officers and related departments with complaints.
16. Assists on special projects at the request of the Chief Building Official or Engineering Services Director.
17. Keeps supervisor informed of relevant information.
18. Ability to follow oral and written direction.
19. Must have vision correctable to 20/20 and hearing correctable to normal range.
20. Ability to operate telephone, computer, printer, fax machine, copy machine, two-way radio, and camera.
21. Ability to perform mathematics at a level consistent with the requirements of the position.
22. Provide composed and helpful attitude and professionalism under all circumstances in a high customer volume setting which may cause stress and other adverse conditions.
23. Communicate effectively and courteously with residents, the public, contractors, and staff in person, in writing, via email and the internet, and by phone to assist with questions as they apply to procedures, processes and City ordinances.
24. Provides clerical assistance for Inspections, Building permit and Engineering Departments.
25. Responsible for assisting Chief Building Official in reviewing building plans for compliance with City Ordinances, Building Codes, State Regulations and Zoning Ordinances.
26. Assist walk-in customers with all questions relating to departmental services as they apply to the City Ordinances and Building Permit procedures.
27. Process, enter and ensure proper calculations of fees and payments for issuing residential, commercial and multi-family permits with accuracy.
28. Process permits and applications with Trakit software.
29. Receives sorts and distributes incoming mail and prepares and sends outgoing mail.
30. Files reports in correct folders in alpha/numeric filing system, in cabinets up to five feet in height.
31. Maintain printed material for the accessibility of the customers, public, contractors, builders, landowners, consultants and staff.
32. Ability to lift up to 50 pounds, and to bend, stoop, sit, or stand for extended periods of time.
33. Proficiency required with Microsoft Office applications and other computer software.
34. Perform other job-related duties as assigned.

35. Sort incoming plans and distribute.
36. Notify applicants via e-mail or phone that plans are ready for pickup, comments and balances due.
37. Answering the phone and assisting customers. Forwarding calls to the Building Official or to staff members when necessary.
38. Assist customers at the front counter with basic questions that do not need to be forwarded to the Building official or the Inspectors.
39. Trakit Administrator for Engineering Department which includes setup new users, training, update and generate reports and be staff liaison with CRW.
40. Perform other job-related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must be able to type 40 wpm. Working knowledge of personal computer applications such as database and word processing, MS Word, Excel, Access and Power Point. Basic general knowledge of building, mechanical, electrical, plumbing codes, zoning ordinances, and other environments. Ability to work with minimum supervision. Able to work evenings as necessary to attend meetings when other staff are not available. Preference will be given to applicants with a working knowledge of CRW (Trakit) software and working knowledge of how to read and interpret building construction plans, codes, ordinances, and standards.

### **EDUCATION, EXPERIENCE AND CERTIFICATION**

High School Diploma or GED. A minimum of two years office experience required preferably in a municipal setting. ICC permit Technician Certification a plus. Valid Texas Driver's License with an acceptable driving record.

### **CERTIFICATION**

Employee Signature:	Date Signed:
Immediate Supervisor and/or Department Head:	Date Signed: